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A G E N D A

Career Service Panel

1 May 1967

0900 hours
Room 607 - Conference Room

1. Review of minutes of 3 April 1967
- 25X1A9A 2. Promotion Actions
[redacted]
- 25X1A9A 3. Initiate promotion action on [redacted] 25X1
from GS-12 to GS-13. (Second Request)
[redacted]
- 25X1A9A 4. Initiate promotion action on [redacted]
from GS-13 to GS-14. (Second Request)
5. Review of Procedures on Recommendations to D/ORD.
(Re-scheduled)
- 25X1A9A 6. Request for [redacted]/DD/S&T/Personnel to
review for CSP information the following:
 - (a) Agency career status.
 - (b) Run-down on career service categories -
what they are and what they mean.

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GROUP 1
Excluded from automatic
downgrading and
declassification

25X1

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SECRET

CAREER SERVICE PANEL
Minutes of the Meeting
1 May 1967

Attendees:

25X1A9A [redacted] Chairman
25X1A9A [redacted] arrived at 1010 hours - medical examination)
25X1A9A [redacted]
25X1A9A [redacted]
25X1A9A [redacted] Recording Secretary

1. The Chairman called the meeting to order at 0910 hours.

2. (a) Changes requested - minutes of 3 April:

25X1A9A (1) Final promotion action on [redacted] will
be taken in June by the CSP in accordance
with Promotion Action Schedule.

25X1A9A (2) Change on Page 3 - Item 6 (h). [redacted] /AP

(b) The Chairman moved that the minutes be approved as amended.
Vote was unanimous.

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25X1A9A 3. The Chairman asked for a report on promotion actions from
25X1A9A [redacted] reported that the promotion action on [redacted]
25X1A9A [redacted] from GS-12 to GS-13 had been approved.

25X1A9A 4. [redacted] was asked by the Chairman if he wished to say anything more
25X1A9A in regard to the promotion action on [redacted] [redacted] replied
25X1A9A that [redacted] qualifications had been well covered in the Competitive
Evaluation of GS-12s.

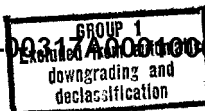
25X1A9A

25X1A9A Promotion action was recommended for [redacted] from GS-12
to GS-13. Vote was unanimous.

5. Review of procedures on promotion recommendations to D/ORD were
then reviewed by the CSP. The procedure of not indicating to the D/ORD the
name of the individual or individuals and comments in regard to opposition
of promotion action on employees and the continuing use of this procedure
received no opposition from the CSP.

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SECRET



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SECRET

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6. The Chairman then asked [] DD/S&T/Personnel to review the meaning of Agency career status and give the CSP a run-down on career service categories. [] comments were as follows:

- a. The term "staff personnel" includes staff employees and staff agents. Such personnel are appointed under the authority of the Director of Central Intelligence to serve in an employment relationship which entitles them to normal benefits provided by general Federal law or regulation for appointed employees except as modified pursuant to laws applicable to the Agency.
- b. Staff personnel are appointed in one of the following categories, depending on the planned use of the individual's services, the period during which it is expected that his services will be required, and his interest in and potential for career service with the Agency: Career Employee, Career Provisional Employee, Reserve Employee and Temporary Employee. The conversion of an employee from one category of employment to another will be accomplished by the issuance of Form 1150, Notification of Personnel Action. The categories of Career Employees, Career Employee Status and Career-Provisional Employees are defined below:

Career-Provisional Employees. Individuals who are employed with the intention that they shall attain Career Employee status and will be appointed as Career-Provisional Employees. An individual who is appointed as a Career-Provisional Employee will serve in a trial-period status for the first twelve months of his employment in CIA, during which time a determination will be made as to whether the individual's performance, conduct, and general traits of character have been found satisfactory or unsatisfactory.

Career Employees. Career Employees are staff personnel who, having attained age 25 years old and having served a provisional period of at least 3 years in CIA, are selected for long-term service in the Agency. The selection of an individual for Career Employee status will be based on his job performance, his personal conduct, evidence of his intent, capability, and desire to fulfill the service obligations of the Career Service to which he is assigned, and his potential for long-term service in CIA. Staff personnel who meet the above criteria and are selected for Career Employee status by the Head of their Career Service will be converted to such status by the Director of Personnel with the concurrence of the Director of Security. In special situations individuals who do not meet the age and service requirements may be selected for Career Employee status with the approval of the DCI.

SECRET

SECRET

- c. Career-Provisional Employees who are 25 or more years of age will be considered for Career Employee status by the Head of their Career Service when they complete their three year provisional period.

The Director of Personnel will coordinate a review of Agency records of each employee to be considered for Career Employee status, including records of the Office of Personnel, Office of Security, Office of the Inspector General, Office of Training and the Medical Staff, and will refer pertinent information to the Head of the employee's Career Service.

The Head of the Career Service will carefully evaluate the individual's suitability for selection as a Career Employee and will forward to the Director of Personnel the name of the employee for conversion to Career Employee status, or will recommend that action be deferred for a specific period not to exceed one year, or that the employee's Career-Provisional appointment be terminated because he has failed to meet career employment standards. A recommendation for termination shall require the approval of the Deputy Director concerned.

The Head of a Career Service may request deferment of his recommendation concerning selection of an employee for career status whenever additional time is required to reach a decision about the employee's suitability or eligibility for such status. Situations under which deferment may be appropriate would include the recent reassignment of an employee to a new Career Service, the prolonged absence of the employee, or the existence of some condition making the employee temporarily unable to accept the full service obligations of his Career Service. The Director of Personnel shall be responsible for ensuring that deferred cases are brought up for review at the end of the deferment period and that a specific and conclusive recommendation is made by the Head of the Career Service within a reasonable period of time, generally not more than 30 days.

If the employee is selected for Career Employee status by the Head of his Career Service, the Director of Personnel will formalize his conversion to such status. If the recommendation as approved by the Deputy Director concerned is that the individual be terminated, the Director of Personnel will take appropriate action including, if indicated, the submission of a request to the DCI that he terminate the individual's Career-Provisional appointment under the authority contained in section 102 (c) of the National Security Act of 1947, as amended.

When an individual's Career-Provisional employment is terminated because he has failed to meet career employment standards, the effective date shall be established by the Director of Personnel in consultation with the Head of the Career Service concerned but shall be not less than 30 and not more than 180 days following approval by the DCI of the recommendation for termination.

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SECRET

7. Some other points brought out in the discussion by the CSP on the above were as follows:

- a. Some years ago the Agency did have a statement that an employee signed in which he agreed to serve anywhere and anytime at the requirement of the Agency. This was designated, chiefly, for the people who were to serve overseas. Individual Career Services may adopt an agreement schedule. This is not an Agency-wide policy.
- b. Particular attention should be given to the first year of employment of an individual. If it appears that the employee is not performing as expected, it is easier to terminate his employment before the end of the first year. Particular attention should be given to certifying Periodic Step Increases and Fitness Reports by the Supervisor, as these two actions are required when reviewing an employee's progress during the first year.
- c. There is another time when a decision can be made on whether to keep an employee and that is at the end of the three year Career Provisional period.
- d. The difference between the first year and third year is: the first year is provisional government-wide. An employee can be terminated within the first year without difficulty.
- e. To questions from the Panel as to what are the requirements necessary in order to make out a proper termination report on an employee, 25X1A9A [] answered: A Fitness Report must reflect a WEAK or ADEQUATE overall rating.
- f. When a Supervisor withholds a Periodic Step Increase, he must support this refusal as to why he is doing it, and the employee must be notified of what is being done.
- 25X1A9A g. [] pointed out that in some cases Fitness Reports were sent to ORD marked in the SPECIAL block in Section A as Eligible. In these particular cases, this meant that it had not been determined whether the employee should be made a Career Employee. This changeover is done only at a certain time of the year; and if this decision comes up after this date, it will probably be held over to the next year.
- h. The real significance of Career Status is that it is an expression to the employee on the part of the Agency that the employee can plan to have a career in the Agency.
- i. It was also pointed out in CSP discussion that an employee might perform better under another supervisor or in another job. This is a chance, during consideration for Career Status, to look at the man and see if he can be given another chance in the Agency.

SECRET

SECRET

7. (Continued)

- j. The CSP responsibility to the individual is in the competitive evaluation which is the means of getting the general picture, as a group, on how we see the performance of an individual.
- k. Deputy Director/ORD has not asked D/ORD if he wants the CSP to review the eligibility of individuals for Career Employee status.
- 25X1A9A [] stated that it is common practice for other Career Panels to normally review and make recommendations to Director of Office on Career Employee status. Bringing it before the Panel might bring to light where an individual might be used to better advantage.
- l. CSP can request removal of an employee from our Career Service but CSP cannot terminate. If Director of Personnel goes along with request, he might review Agency to see where employee might be used. It was pointed out, however, that another Career Service would be reluctant to pick up an individual whose removal has been requested by another Career Service.
- 25X1A9A m. [] pointed out that if someone is not performing and
25X1A9A you want to take some kind of action, contact [] in Office of Personnel for advice in order to make sure that Agency regulations in a termination of an employee are observed.
- n. The Career Service designation for people in the DD/S&T is "R".
- o. The DD/S&T delegates the heads of offices in the DD/S&T with the career development of the people under their jurisdiction up to GS-15.
- p. There are 22 Career Services in the Agency.

8. The Chairman of the CSP informed the Panel that he would ask the D/ORD whether the Panel should review Career Employee Status.

25X1A9A 9. [] made a statement of intent to initiate promotion
25X1A9A action on [] from GS-13 to GS-14; with full consideration to be taken by the CSP at the June meeting.

25X1A9A 10. [] made a statement of intent to initiate promotion
25X1A9A action on [] from GS-13 to GS-14; with full consideration to be taken by the CSP at the June meeting.

25X1A9A 11. [] gave the CSP oral indication of intent to initiate
25X1A9A promotion action on [] from GS-14 to GS-15 with full consideration to be taken by the CSP at the August meeting.

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SECRET

CORRECTED SHEET - Page 6 - Minutes - 1 May 1967

25X1A9A

12. [] suggested that consideration be given by CSP to news reporting on outstanding activities of ORD personnel.

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13. [] asked the CSP to consider a scheduled program review of each division, and discuss the R&D each division might want to promote. The Chairman stated that he felt it was not an appropriate activity for the CSP since this review was covered in the Staff Meetings, etc.

14. The Chairman stated that he was open to suggestions of reviewing individual's performance.

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15. The Chairman asked for a list on the major areas of interest for each division of ORD from [].

16. The Chairman stated that the division ratings with respect to competitive evaluation on GS-14s are due in June.

17. The Chairman stated that promotion actions on GS-13 to GS-14 will be taken up at the June meeting.

18. The Chairman announced to the CSP that the next meeting would take place on 5th June at 0900 hours.

19. Meeting adjourned at 1040 hours.

25X1A9A

[]
Executive Secretary, CSP

APPROVED:

25X1A9A

SIGNED

[]
Chairman, CSP

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